



CITY OF FALLS CHURCH

RECRUITMENT ANNOUNCEMENT

Network / Database Administrator

There is a full time Network/Database Administrator position available with the City. This position is responsible for oversight of configuring, deploying and monitoring of the availability of all network operations and major databases within the City in conjunction with contracted IT support services staff. This position will also act as the primary database administrator for the City's SQL based ERP system, managing account administration, system access control, systems administration and application training, systems' use process review and improvement, and primary interface with the ERP vendor support as required. The candidate must possess strong customer service skills and be able to work with mentoring staff how to more efficiently utilize the ERP system and create their own reports. The work is performed under the general supervision and guidance of the City's Chief Technology Officer (CTO).

Responsibilities:

- Configures and maintains network infrastructure in cooperation with the contracted IT support team;
- Maintains appropriate documentation for all network equipment and oversees its change control process;
- Ensures that all network infrastructure and database system changes are managed, following changes the management process in cooperation with the contracted IT support team;
- Assists in developing and implementing network infrastructure projects in cooperation with the contracted IT support team;
- Assists in managing and monitoring the City's network in cooperation with the contracted IT support team;
- Assists in developing policies and procedures for the City's network operations;
- Completely manages the City's enterprise resource planning (ERP) system (Munis);
- Acts as primary contact to ERP vendor for reporting problems and requesting support;
- Maintains authorizations for system access and software configuration options for ERP;
- Works closely with the various City departments and IT teams and vendors to define, develop, and document ERP system related business requirements;
- Monitors and identifies trends in ERP system support and implements processes to proactively monitor and address application issues to reduce business impact;
- Ensures database backups are performed daily and system availability is maintained at the highest level in cooperation with the contracted IT support team;
- Assists with preparing and maintaining the City's strategic technology plan and operating budget;
- Identifies and resolves high to critical complex production problems for support of databases;
- Provides Level One and higher support for various business critical database applications, and works with to address database application issues;
- Participates in inter-jurisdictional groups in the National Capital, working with these groups to implement public safety systems and any other related technology projects
- Periodically assists with providing end-user desktop support in cooperation with the contracted IT support team;
- Performs other related tasks as required

Qualifications:

- Graduation from an accredited college or university with major course work in computer science or related field and/or equivalent experience with a minimum of 4 years experience in IT systems administration support, with at least 2 years in network administration, and 1 year in database management required (preference of SQL).
- Professional experience showing strong hands-on configuration experience of L2 & L3 switches, good firewall configuration skills (ASA preferred), and basic LAN/WAN router setup.
- Excellent configuration and support knowledge of MS server OS (2000, 2003, 2008, etc.), as well as MS workstation OS (XP, Vista, 7, etc.).
- Strong knowledge of network topology and infrastructure device function, with good understanding of L2 & L3 switching, VLANs, and with good router and firewall configuration skills.
- Strong knowledge of network protocols (IP, etc.), subnetting, and DHCP and DNS configuration
- Strong understanding of server remote storage / LUN connectivity with SAN/NAS devices.
- Good working understanding of server virtualization, with preference with VMware experience;
- Understanding of network security and traffic filtering concepts;
- Knowledge of Crystal Reports strongly desired;
- Ability to master and administer a wide variety of general software applications including all Microsoft Office products, reporting software, databases, as well as user functions of the ERP system;
- Ability to self-initiate and continually expand professional development of all necessary skillsets, as well as keep abreast of related emerging technologies that would be needed to modernize;
- CCNA certification with accompanying training strongly preferred;
- An equivalent combination of relevant training, certifications, and experience may be considered.

Hours: This is a full time position of 40 hours per week on-site.

Salary: \$75,000 - \$85,000, depending on qualifications. Includes comprehensive benefits package including health insurance, dental insurance, pension plan, deferred compensation plan, flexible spending account, college savings plan, life and long-term disability insurance, paid holidays, vacation and sick leave, credit union membership, free parking, and more. See www.fallschurchva.gov for additional information.

To Apply: Send City application or resume to City of Falls Church, Human Resources Division, 300 Park Ave., Falls Church, VA 22046 or via e-mail at hr@fallschurchva.gov. **Applications received by February 7, 2014 will receive priority consideration.**

Equal Opportunity Employer: The City of Falls Church does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age or disability.

Reasonable Accommodation: During the selection process, applicants with disabilities may request reasonable accommodation with the agreement of the Human Resources Division. Requests should be directed to the Human Resources Division. The City of Falls Church does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, or disability.

All City Facilities Are Smoke Free